



DEPARTMENT OF THE NAVY

U.S. NAVAL FACILITY  
FLEET POST OFFICE  
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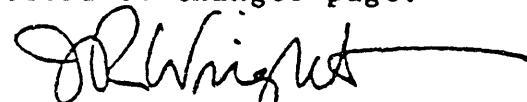
NAVFACBDAINST 5400.1M CH-1  
N1  
6 June 1984

U.S. NAVAL FACILITY BERMUDA INSTRUCTION 5400.1M CHANGE TRANSMITTAL 1

Subj: U.S. NAVAL FACILITY, BERMUDA STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM)

Encl: (1) Change 1 Replacement pages

1. Purpose. To promulgate change 1 to the basic instruction.
2. Cancellation. Upon completion of required action.
3. Action.
  - a. Remove old pages and insert new pages as indicated in enclosure (1).
  - b. Enter change 1 on the record of changes page.

  
J. R. WRIGHT

Distribution:  
NAVFACBDAINST 5605.1G  
List I

Copy to:  
COMOCEANSYSLANT

(9) Function in close coordination with the Command Equal Opportunity Representative.

(10) Attend all NJP proceedings as an impartial observer.

(11) Conduct periodic meetings with all CPO'S in order to strengthen communications between the CPO community and the command. The primary objective is to mold the CPO community into a cohesive unit working toward a common goal.

(12) Supervise and monitor the command Sponsor and Indoctrination program.

(13) Be a member of, or function in close conjunction with, the following:

- (a) Welfare and Recreation Committee
- (b) Welfare and Recreation Advisory Board
- (c) Petty Officer Quality Control Review Board.
- (d) Command Retention Team
- (e) Commissary and Navy Exchange Advisory
- (f) CPO, PO, and EM Club Advisory Boards
- (g) Human Relations Council

c. Organizational Relationship. The MCPOC, SCPOC, or CPOC (as applicable) reports directly to the Commanding Officer, while keeping the Executive Officer informed on all pertinent matters.

#### 104. COMMAND CAREER COUNSELOR

a. Basic Function. The Command Career Counselor shall work directly for the Executive Officer and shall serve as the command's principle advisor on policies and regulations related to Navy career planning matters, be a primary technical assistant supporting other members of the command's retention team, and maintain awareness of revisions and innovations in retention programs through access to Navy directives, reference material, experience and training.

b. Duties, Responsibilities and Authority

6 June 1985

(1) Organize and monitor a vigorous and effective Command Career Counseling program and interview schedule.

(2) Organize, train, and support Departmental/Division Career Counselors.

(3) Report retention team activities to the Commanding Officer.

(4) Inform the Commanding Officer of situations which have positive or negative impact on retention team efforts and make recommendations as appropriate.

(5) Maintain command retention statistics.

(6) Keep retention team members informed of changes in policy which may affect individual attitudes toward the Navy or Command.

(7) Maintain those publications/materials necessary to sustain an effective program.

(8) Coordinate and arrange group interviews.

(9) Maintain a tickler file to ensure that all enlisted members receive required interviews and ensure proper documentation.

(10) Ensure that all personnel are informed on matters relating to career retention.

(11) Hold Career Information and Benefits courses as necessary.

## 105. COMMAND TRAINING OFFICER

a. Basic Function. The Command Training Officer shall assist the Executive Officer in all matters concerning training.

R) b. Duties, Responsibilities and Authority. In addition to those duties outlined in COMOCEANSYSLANTINST 1500.2J, the Command Training Officer shall:

(1) Promulgate standard military/leadership lesson plans.

(2) Assign responsibility for updating and revising military lesson plans.

(3) Arrange for semi-annual first aid training by qualified personnel.

(4) Serve as a member and the recorder of the Planning Board for Training.

(5) Draft and maintain the Command Long Range Training Schedule.

(6) Coordinate with department heads to ensure no conflict in training periods scheduled for the proper execution of the overall Naval Facility training program.

c. Organizational Relationship. The Command Training Officer reports to the Executive Officer, and collaborates with the following personnel in developing the overall training program and the formulation and implementation of special training programs.

(1) Department Training Officers

(2) Department Training Petty Officers

(3) Division Training Officers

(4) Division Training Petty Officers

(5) Educational Services Officers

(6) Command Safety Officer

#### 106. 3-M COORDINATOR/MANAGER

a. Basic Function. The 3M Coordinator is responsible for the proper functioning of the command 3-M program in accordance with OPNAVINST 4790.4, COSP/COSL Instruction 4790.1A and NAVFACBDAINST 4790.1C. (R)

b. Duties, Responsibilities, and Authority. The 3-M Coordinator shall coordinate the command 3-M program in accordance with NAVFACBDAINST 4790.1C. (R)

c. Organizational Relationship. The 3-M coordinator shall report directly to the Executive Officer in the function as Command 3-M Manager and will coordinate the proper functioning of, and report on, training in the 3-M system at all levels of the command in accordance with the guidelines given in NAVFACBDAINST 4790.1C. (R)

INTRODUCED AT GOVERNMENT

107. AMERICAN TELEPHONE AND TELEGRAPH AT&T

a. Basic Function. The basic function of the AT&T Resident Engineer is to provide engineering services associated with the installation, operation, data interpretation, and maintenance of equipment manufactured and/or installed under AT&T contract with the Navy.

b. Duties, Responsibilities and Authority. The AT&T Resident Engineer shall:

(1) Regularly investigate and evaluate the quality of equipment performance, advise cognizant maintenance and operation personnel of discrepancies found and recommend corrective action.

(2) Assist operational personnel in developing and using techniques to increase known data on station characteristics, and, in general, improve system performance.

(3) Assist naval personnel in analyzing and interpreting recorded data based on the present state of the art.

(4) Instruct assigned personnel, as required, on approved techniques and procedures for scheduled maintenance to ensure the continued effectiveness and reliability of the completed operating system.

(5) Provide direct liaison between the Naval Facility and the contractor on technical and reliability problems concerned with installation, maintenance and operation of equipment manufactured and/or installed by AT&T.

(6) Expedite the exchange of operational and technical information related to program development and evaluation between the Naval Facility and the Field Engineering Headquarters of AT&T.

(7) Procure the assistance of engineering specialists in equipment installation, maintenance, operations and communications, whenever advisable.

(8) Consult and cooperate with the Operations Officer and division officers, as well as other cognizant personnel including field maintenance technicians at the assigned location, in connection with the investigations and solutions of engineering, operational maintenance problems.

(5) Assist the Human Resources Officer in developing and maintaining Equal Opportunity data file.

c. Organizational Relationship. Reports to the Command Training Leader in the performance of duties.

**416. ADDITIONAL BOARDS/COMMITTEES.**

a. The following are additional Boards/Committees which purpose and organization are contained in other command/current instructions:

(1) Activity Planning Board (NAVFACBDAINST 11010.3C)

(2) Command Retention Team (NAVFACBDAINST 1040.2)

(3) SURTOPS Qualification Review Board (COMOCEANSYSLANT-INST C5041.2)

(4) Welfare and Recreation Committee (NAVFACBDAINST 1710.1A)

(5) Internal Control Program (ICP) Board (USCINCLANT/CINCLANTFLT 5200.6/SECNAVINST 5200.35)

(6) Command ADP Security Advisory Group (OPNAVINST 5239.1A)

(7) Command Assessor Team (OPNAVNOTE 5354 dated 5 February 1985/CINCLANTFLTNOTE 5354 dated 23 May 1985).

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